UPSHUR COUNTY COMMISSION MEETING
November 13, 2014

The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, November 13, 2014 at 9:00 a.m. JC Raffety called the meeting to order. There were present JC Raffety, Commissioner; Donnie R. Tenney, Commissioner; Troy A. Brady, Commissioner; Kelley Cunningham, County Administrator; Carrie Wallace, Assistant County Administrator and Jacqueline Dinklocker, Secretary. The meeting began with a moment of silent meditation and prayer, followed by the Pledge of Allegiance. All motions passed unanimously unless otherwise stated.

After reading of the minutes, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of November 06, 2014 as submitted.

Kelley Cunningham provided a review of the 2014 Equal Employment Opportunity Plan (EEOP) Requirements. After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the President to sign the Certification of Compliance (copy included).

JC Raffety reviewed correspondence to Upshur County Prosecutor, Jacob E. Reger, requesting information for the 2013 financial audit. After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the correspondence (copy included).

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved Wendy Miller and Christina Smith as volunteers for the Lewis-Upshur Animal Control Facility.

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the employment of Darlene M. Gregory for the position of part time Substitute Library Clerk for the James W. Curry Library. Effective date of employment is November 16, 2014 at the rate of $8.00 per hour for not more than 29.5 hours per week (copy included).

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the employment of Abby Jo Golden as part time 4H Assistant for the WVU Extension Office. Effective date of employment is November 16, 2014 at the rate of $8.00 per hour for not more than 29.5 hours per week (copy included).

JC Raffety advised that agenda item number 5 (five), “employment of full time Tax Deputy”, will be postponed and placed on a future agenda for action.

Carrie Wallace advised that no action be taken on item # 8, “Employment of full time Legal Assistant for the Prosecuting Attorney’s Office” until after speaking with Jacob Reger.

The Commission recessed at 9:12 a.m.

The Commission reconvened at 9:15 a.m.

Steve Linger, E911 Communications Center Director, provided a review of The Tallmansville Radio (Repeater) Tower Project. Mr. Linger advised that the planning of the project has progressed and is now ready for the construction phase. Kelley Cunningham expressed concerns that the cost of the project may require estimates to go out for bids if costs exceed the $15,000 threshold. Mr. Linger provided a review of the cost estimates and determined that construction will be in two phases and therefore will meet the requirements to not necessitate a bidding process. After discussion on motion by Donnie R. Tenney, the Commission approved the bid estimates from Premier Construction in the amount of $2,900 for the tower work and from Biser’s Radio Service in the amount of $12,544 for radio equipment and installation (copies included).

Jacob E. Reger appeared before the Commission and requested to meet in executive session per WV Code §6-9A-4 to discuss staffing issues. On motion by Troy A. Brady, seconded by Donnie R. Tenney the Commission entered executive session at 9:40 a.m. Present were JC Raffety, Donnie R. Tenney, Troy A. Brady, Kelley Cunningham and Jacob E. Reger. The Commission returned to open session at 9:43 a.m. No decisions were made in executive session.

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the employment of Ashley Brooke Ware as full time Legal Assistant for the Lewis-Upshur Animal Control Facility.

Kelley Cunningham provided a review of “Adjournment of Assessment Appeals” per WV Code §11-3-24b. After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved the adjournment of the Board of Assessment Appeals.

JC Raffety reviewed the following “For Your Information” items: (copies included).

1. Correspondence from Hodgesville Public Service District announcing Terry Gould as their appointment to the Source Water Protection Committee
2. Correspondence from WV Department for Revenue State Tax Department regarding the preparation for Board of Review and Equalization hearings for natural resource and industrial properties
3. Invitation from the Family Resource Network to a Poverty Stimulation Workshop to be held in Benedum Social Hall on the WV Wesleyan College Campus, November 18, 2014 from 6:00 to 9:00 p.m.
4. Upshur County Public Library Newsletter—November/December 2014
5. Building Permit Report—October 2014
6. Agendas and/or Notice of Meetings:
   - Elkins Road Public Service District – November 10, 2014
7. Meeting Minutes and/or Financial Reports:
   - BRWA Board of Directors—November 3, 2014
   - Elkins Road Public Service District—Special Meeting—June 24, 2014
8. Meetings:
   - 11/06/14 7:00 p.m. Banks District VFD
   - 11/06/14 7:00 p.m. Selbyville VFD
   - 11/04/14 6:00 p.m. Hodgesville PSD
   - 11/10/14 5:30 p.m. Elkins Road PSD
   - 11/12/14 12:00 p.m. Upshur County Senior Center Board
   - 11/12/14 1:30 p.m. Upshur County Conventions & Visitors Bureau
   - 11/12/14 6:00 p.m. Upshur County Citizens Corp-CERT
   - 11/12/14 7:30 p.m. Warren District VFD
   - 11/13/14 1:00 p.m. Adrian PSD
   - 11/13/14 3:00 p.m. Tennerton PSD
   - 12/11/14 4:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
   - 11/13/14 7:30 p.m. Buckhannon VFD
   - 11/14/14 7:00 a.m. Buckhannon Upshur Airport Authority
   - 11/10/14 12:00 p.m. Upshur County Family Resource Network
   - 11/10/14 4:30 p.m. Upshur County Solid Waste Authority
   - 11/10/14 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
   - 11/10/14 6:00 p.m. Lewis-Upshur Community Corrections Board
   - 11/10/14 6:00 p.m. Buckhannon-Upshur Watershed Association
   - 11/11/14 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
   - 11/11/14 7:00 p.m. Adrian VFD
   - 11/11/14 7:00 p.m. Ellamore VFD
   - 11/19/14 6:30 p.m. Lewis Upshur LEPC
   - 11/20/14 6:30 p.m. Upshur County Youth Camp Board
   - 11/18/14 6:30 p.m. Upshur County Fire Board
   - 11/12/14 7:00 a.m. Upshur County Development Authority–Exec. Board
   - 11/12/14 6:00 p.m. Washington District VFD
   - 11/17/14 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
   - 11/18/14 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
   - 11/18/14 4:00 p.m. Upshur County Public Library Board
   - 11/22/14 7:00 a.m. Upshur County Development Authority–Full Board
   - 11/20/14 4:00 p.m. Upshur County Farmland Protection Board
   - 11/24/14 10:00 a.m. Mountain CAP of West Virginia, CDC
   - 03/25/15 10:00 a.m. James W. Curry Advisory Board
   - 11/26/14 7:00 a.m. Upshur County Development Authority
   - TBA 6:00 p.m. Upshur County Fire Fighters Association
9. Appointments Needed or Upcoming:
   - Upshur County Safe Structures and Sites Board (Vacant Position–6-30-14)—Community
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   - Upshur County Civil Service Board (Vacant Position–12-31-13)—Commission
   - Upshur County Enhanced Emergency Telephone Board (Vacant Position–06-30-13)—Community
The Commission approved all invoices for payment (copies included).
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:
   - Linda Faye Carpenter—Final Settlement
   - Anna Jean Harrison—Final Settlement
   - William Grant Hinchman—Final Settlement
   - Charles R. Kimble—Final Settlement
• George James Lanham-Final Settlement
• William B. Sparks--Final Settlement
• Betty L. Stout-Final Settlement
• Roy Warden Walton-Final Settlement
• William Wellings III-Final Settlement
• Margaret Moss Trust for Eric Wayman Wamsley-Final Settlement

The Commission approved the following Exonerations and/or Refunds: (copy included)
• Ronald J. Peck---#3532----$112.90

The Commission approved the following “Request for Time Out of Office”: (copies included)
• Terri Jo Bennett—November 24-26, 2014 and December 11 2014

The Commission recessed at 11:00 a.m.

JC Raffety and Kelley Cunningham attended the Philanthropy WV Community Foundation Open Forum at 12:00 p.m.

The Commission attended the meeting of the Upshur County Department Supervisors at 1:00 p.m. (minutes included) and the meeting of the Upshur County Policy Board at 2:00 p.m. (minutes included)

The Commission reconvened at 3:15 p.m.

Debbie Thacker Wilfong, Upshur County Clerk appeared before the Commission to discuss scheduling for a fiduciary hearing.

With no further business, on motion by Donnie R. Tenney, seconded by JC Raffety, the Commission adjourned at 3:20 p.m.